

NAVSTA NORVA INSTRUCTION 12430.2D

Subj: POLICY AND ADMINISTRATION OF PERFORMANCE MANAGEMENT PROGRAM

Ref: (a) HRO Manual, Chapter 430

Encl: (1) Performance Appraisal Rating Form

1. Purpose. The purpose of this instruction is to provide command policy and designation of authority for completing performance evaluations and performance related awards for Naval Station Norfolk civilian employees. Changes to this instruction constitute a major revision; therefore, additions, deletions, and changes are not individually marked.

2. Cancellation. NAVSTANORVAINST 12430.2D.

3. Scope. The provisions of this directive are applicable to all general schedule and prevailing rate employees at Naval Station Norfolk, as of 1 July. Any non-appropriated fund employees or employees in temporary appointments, not to exceed 120 days or less, are excluded from coverage.

4. Policy

a. It is the policy of Naval Station Norfolk to use the Performance Appraisal System as a management process to integrate performance, pay, and awards with basic management functions, to improve individual and organizational effectiveness, and to accomplish agency mission and goals. The two-level Performance Management Program will be used for rating the performance of civilian employees. Procedures set forth in reference (a) will be adhered to for establishing and processing the annual performance appraisal or any interim appraisal as may be required. All employees will have a performance plan, which contains at least one critical element. The performance standard for each critical element will be written at the acceptable level. The acceptable level corresponds with fully successful performance as defined by the Performance Appraisal Review System. Supervisors are responsible for establishing Individual Training Plans (IDP) in conjunction with employee's critical elements and performance

standards. The annual rating period for Naval Station Norfolk starts on 1 July completing the following 30 June. All employees who are on the rolls of Naval Station Norfolk on the closing date of the cycle will be rated, with the exception of those few cases discussed in reference (a) in which a rating cannot be competed.

b. The Commanding Officer is the only approving official for rating of record of "unacceptable."

c. Department Heads and/or higher level officials are required to submit their employees Performance Appraisal Rating form to the Administrative Department NLT 15 July each calendar year.

5. Delegation of Authority for Performance Awards

a. Supervisors will follow the guidance of reference (a) when recommending performance awards and quality step increases.

b. Department Heads will ensure the provisions of reference (a) are complied with in a timely fashion.

6. Forms. Enclosure (1) will be used for documentation of the performance process. These forms can be reproduced or obtained from the Administrative Department, Naval Station Norfolk.

G. L. BECKER

Distribution: (NAVSTANORVAINST 5215.3P)

List I

HRO Code 40